



Application to Reserve a Parking Meter

We ask you to submit this form one (1) business day before your reservation start date. This gives us time to process your request. Staff can then reserve the space or get back to you should there be any conflicts or problems with your request.

I am reserving the meter(s) on behalf of: (check one)		
<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation
Contact Information		
Business Name (If applicable)	Fed Tax ID #/ Vendor Code (If applicable)	
First Name	Last Name	
Street Address	City	
State	Zip Code	
Phone Number	Email Address	
<input type="checkbox"/> Check here if your billing address is the same as above		
Billing Address		
Street Address	City	
State	Zip Code	

NOTE: For multiple hood requests that require different dates, you need to submit one application for each request date or date range.

What will you be using the parking meter space for?	
REQUIRED List the parking meter number(s) you are requesting:	
Reservation Date and Time	
Start Date	Start Time
End Date	End Time

I, the applicant, have reviewed the Parking Meter Hood Policy & Procedures; I agree to adhere to the policy and procedures, pay all costs for the use of the reserved metered space(s); I understand that if I do not follow the policy and pay all charges invoiced, that I may be denied future requests; I understand that by submitting this form, I am requesting the reservation of the meters I listed below; and I understand that by submitting this form, I am authorizing Parking Services to reserve the meter (s) and agree to pay all charges invoiced for the use of the meters.

Authorized Signature X _____ Today's Date _____
Parking Meter Operations will confirm all requests by **the end of the next business day** via phone or email. If you do not receive confirmation within that time, contact the City of Grand Rapids Parking Meter Operations Division at (616) 456-3290.